Figure 3

## Affiliated Schools Compliance Requirements Checklist

| ALL PURPOSE CHECKLIST | | PAGE 1 of 5  PAGES | | | |
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| TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA | | OPR: | DATE | | |
| Affiliated Schools Compliance Requirements Checklists | | CCAF/SL | 1 Jun 2002 | | |
| NO. | ITEM<br>(Assign a paragraph number to each item.  Draw a horizontal line between each major paragraph). | | Y | N | N A |
| | **Commander's Support** | | | | |
| 1. | Is school commander familiar with AFI 36-2304, *Community College of the Air Force,* and Campus Relations *Policies, Procedures and Guidelines* (PPG)? (12.1.18) | | | | |
| 2. | Does commander ensure funding is available for facilities, instructor development, student activities, temporary duty, etc.? (12.1.17) | | | | |
| 3. | Does commander ensure CCAF Campus Relations is notified concerning any actions relating to school transfer(s), course transfer(s) or change(s) impacting affiliation? (12.1.16) | | | | |
| 4. | Has commander appointed a primary and alternate CCAF POC? (12.1.10) | | | | |
| 5. | Has commander ensured the CCAF instructor database is updated and maintained? (12.1.6) | | | | |
| 6. | Has commander submitted a Course Verification letter to Campus Relations containing signatures of those authorized to verify course attendance?  (12.1.22) | | | | |
| 7. | If on sanction, does the school have a plan to bring the school back in compliance? (20.2) | | | | |
| 8. | Does the school commander monitor nondegreed faculty and ensure they progress towards degree completion within 12 months of assignment?  (12.1.19) | | | | |
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| | **CCAF POC Responsibilities – General** | | | |
| 9. | Has CCAF POC been trained on duties and responsibilities within 60 days of appointment? (12.1.11) | | | |
| 10. | Are classrooms being identified as "CCAF classrooms?" (12.1.15) | | | |
| 11. | Does CCAF POC ensure the annual report is submitted to CCAF Campus Relations by 15 December? (12.1.13) | | | |
| 12. | Does CCAF POC maintain or have access to, as a minimum, Campus Relations PPG; AFI 36-2304, *Community College of the Air Force*; *CCAF Update*(s); and any policy memorandums applicable to affiliation? (12.1.20) | | | |
| | **CCAF POC Responsibilities - Reports** | | | |
| 13. | Does the school maintain copies of annual reports? (12.1.13) | | | |
| 14. | Does the school maintain copies of the self-study? (12.1.1) | | | |
| 15. | Are previous CCAF school visit reports and replies maintained, if applicable? (15) | | | |
| | **CCAF POC Responsibilities – Graduate Reporting and Graduate Records** | | | |
| 16. | Are graduates being reported within 2 days from the graduation date? (16) | | | |
| 17. | Are course graduate records being maintained? (17) | | | |
| 18. | Is the school aware of the policy to send student records to CCAF upon closure or disaffiliation? (17) | | | |
| | **CCAF POC Responsibilities – Instructor Database** | | | |
| 19. | Does the CCAF instructor database reflect current information? (18) | | | |

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| 20. | Are there procedures to add and delete instructors in the CCAF instructor database? (18) | | | |
| 21. | Are there procedures to add and delete courses assigned to instructors? (18) | | | |
| | **CCAF POC Responsibilities – Faculty Status** | | | |
| 22. | Do degreed faculty members have their degree(s) from a regionally or nationally accredited institution? (21.4) | | | |
| 23. | When the school hires nondegreed instructors, are they within 1 year of degree completion? (21.4.3) | | | |
| 24. | Have nondegreed instructors signed a contract for degree completion within 30 days of assignment? (21.4.3.1) | | | |
| 25. | If the degree completion date is extended, is the degree contract reviewed and approved by the supervisor and commander? (21.4.3.1) | | | |
| 26. | Are instructors subject-matter qualified and tested annually? (21.8) | | | |
| 27. | Does the school have an instructor qualification program, including an approved teaching practicum of 180 hours? (21.5) | | | |
| 28. | Do all instructors complete a 3 semester-hour Methodology Course? (21.6) | | | |
| 29. | Are instructor evaluations conducted and documented annually? (21.9) | | | |
| 30. | Are CCAF faculty members encouraged to seek professional certifications for which they are qualified? (21.11) | | | |

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| 31. | Does the school maintain professional memberships and/or subscriptions to professional journals? (21.11) | | | |
| 32. | Are CCAF faculty members involved in periodic in-service training or encouraged to attend professional workshops? (21.11) | | | |
| | **CCAF POC Responsibilities – Course Management/Documentation** | | | |
| 33. | Is there a process to review and update (if needed) course documents biennially? (23) | | | |
| 34. | Are all new, revised, and tentative course documents sent to CCAF for evaluation? (22) | | | |
| 35. | Are course documents (plan of instruction and course chart) sent to CCAF Campus Relations at least 1 duty day before class start date? (22) | | | |
| 36. | Are test control procedures established and maintained? (12.1.21) | | | |
| 37. | Does the school use course critiques to assist in the course review process? (23) | | | |
| | **CCAF POC Responsibilities – Faculty Folders** | | | |
| 38. | Is there a faculty folder for each faculty member (enlisted, officer, contractors, civilians, etc.)? (21.10) | | | |
| 39. | Are folders maintained in proper sequence? (21.10) | | | |
| 40. | Are folders maintained according to privacy act requirements? (21.10) | | | |

| | Section 1 | | | |
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| 41. | Does section 1 contain the appropriate form, reflecting instructor qualifications, and list courses each instructor is qualified to teach? (21.10 Section I) | | | |
| 42. | Does information in section 1 match data in the CCAF instructor database? (21.10 Section 1) | | | |
| 43. | Does section 1 contain verification of subject-matter testing for courses each instructor is qualified to teach? (21.10 Section 1) | | | |
| 44. | Does section 1 contain information verifying member is qualified to teach if member does not have a CCAF degree or a higher degree in the subject area teaching? (21.5.1) | | | |
| 45. | Does section 1 contain verification instructor has read and has access to PPG and the CCAF Policy Statement and the Academic Freedom & Responsibility statement? (21.10 Section 1) | | | |
| | Section 2 | | | |
| 46. | Does section 2 contain instructor evaluations for last 3 years or from date of assignment? (21.10 Section 2) | | | |
| | Section 3 | | | |
| 47. | Does section 3 contain evidence of practicum progress or completion? (21.10 Section 3) | | | |
| | Section 4 | | | |
| 48. | Is the Degree Completion Contract completed within 30 days of assignment for those without at least an associate's degree? (21.4.3.1) | | | |
| 49. | Do the supervisor and commander review and approve changes if the degree completion date is changed? (21.4.3.1) | | | |
| 50. | If required, are the appropriate transcripts or request for transcripts contained in section 4? (21.10 Section 4) | | | |